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13 AUG 1975

MEMORANDUM FOR: The Review Staff

ATTENTION :

[REDACTED]

STATINTL

VIA

: Acting Deputy Director for Administration

SUBJECT

: Senate Select Committee Staff Request

REFERENCE

: Memorandum from D/Security, dated  
8 August 1975, Same Subject (OS 5 6477)

1. Pursuant to your request, the Office of Security has reviewed its regulations pertaining to "the destruction of documents."

2. As a general comment, the scope of the request appears to go beyond an individual office and perhaps should be answered by the CIA Records Administration Officer with a comprehensive Agency-wide report. However, as specifically applied to the Office of Security, there are no regulations applicable solely to the Office of Security pertaining to the destruction of records. From the overall view of the Agency, the Headquarters Regulations requires all elements under the Deputy Directors to have records administrative programs which include the economical and systematic disposition of Agency records. . . and disposal according to approved schedules.

3. The "approved schedules" for the Office of Security, and indeed the entire Agency, are begotten by the Code of Federal Regulations, Title 41, Chapter 101, Subchapter B. In the Code, Subpart 11.401-3(a) requires each federal agency to compile a records control schedule for all major groups of records and Subpart 11.401-3(b) specifically prescribes that the schedules are on organizational lines so that each office will have standing instructions for

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the disposition of records in its custody. Subpart 11.401-4(a) of the Code further prescribes that these record control schedules provide for "the disposal after minimum retention periods of these records not having sufficient value to justify their further retention."

4. The Office of Security prepares a Records Control Schedule delineating what records will be retained permanently and what records will be destroyed after temporary retention. This schedule is not validated until approved by the CIA Records Administration Officer who approves the proposed retention and destruction under the authority of the Federal Records Act of 1950, Sections 506(a) and (b).

5. As of 28 January 1975, the destruction phase for the Office of Security Records Control Schedule, as well as for all other Agency components, was halted by virtue of DCI memorandum, Subject: Retention of Materials That May Be Related to the S. Res. 21 Investigation. The DCI memorandum has not been rescinded; the destruction phase of records management remains inert.

[Redacted Signature]

Robert W. Gambino  
Director of Security

STATINTL

Attachments:

- A. Headquarters Regulations [Redacted], Section 1
- B. Code of Federal Regulations, Title 41, Chapter 101, Subchapter B, Subpart 11.401-3(a) and (b), Subpart 11.401-4
- C. Federal Records Act of 1950, Title V, Section 506(a) and (b)
- D. DCI memorandum, dated 28 January 1975, subject as in above paragraph 5

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